



JOB DESCRIPTION

Project Manager

Job Description:

Metal Shark is a market leader in the design and production of military, commercial and recreational boats and small ships up to 250' in length. Metal Shark is a young and dynamic company with a technology-centric approach to shipbuilding. Innovative thinkers, self-starting leaders and driven performers thrive in our environment. We are a growing small business, and as such, job expectations evolve over time. It is likewise expected you will be flexible with evolving your role, based on need as well as your areas of aptitude and interest.

As Project Manager, you will help pull the work of the matrixed teams to design, construct and deliver quality vessels, on time and on budget. You will maintain positive relationships and communications with all internal and external stakeholders. You will oversee coordination of all internal and external resources, deliverables and communications. You will develop the initial Project Plan and maintain it as the primary schedule and budget throughout the life of the project, issuing regular status reporting to all levels of management and to the customer. You may be assigned to work one or two large projects (several vessels per contract) at a time, or multiple small projects (several contracts with 1-2 vessels each).

Duties and Responsibilities:

- Create project plans for new builds, guiding matrixed cross-functional resources to provide inputs and capture dependencies.
- Manage the end-to-end (Initiate-Plan-Manage/Execute- Deliver-Close) project plan for the life of the project.
- Directly manage business, program and admin deliverables with matrixed resources from the respective teams.
- Serve as single point of coordination for all internal and external deliverables.
- Serve as lead customer point of interface from award to completion of warranty. Oversee all internal direct customer communication.
- Track day-to-day progress of projects with regard to time, budget, scope, requirements, and quality. Report on established project and program metrics and provide regular reporting to the Program Manager and internal stakeholders.
- Proactively identify risks and manage issues; create mitigation plans with project team and status reports
- Proactively look for ways to deliver the project in the most efficient way to produce the optimum deliverable.
- Make tough calls in complex situations, lead conflicting team interests towards collaborative resolution
- Work under the direction of the Program Manager to assist with stakeholder management.

Candidate Requirements

- Minimum 7 years professional experience, at least 5 years in a project management or equivalent role
- Knowledge of Earned Value Management System (EVMS) tracking and metrics and Scheduling (WBS, critical path, float, resourcing, dependencies, etc...)
- Knowledge to read drawings, understand Bill of Materials, Technical Manuals, Contracts and Specifications
- Intermediate to advanced skills with Microsoft Project and Microsoft Office (Teams, Word, Excel, Power Point)
- Detail oriented, highly organized, ninja-level multitasking skills.



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- Must be a clear and direct communicator. Proven team leadership, interpersonal and influencing skills.

The following characteristics and skills will be assessed more favorably:

- Experience in marine industry, especially past project management in a boat/ship building environment
- Experience with Enterprise Resource Planning systems.
- Familiarity with material requirement planning, inventory planning/management to support production, manufacturing work flows, etc.
- Previous experience implementing process and/or leading process improvement initiatives

Signature: _____

Date: _____